To,

The Principal Secretary,
Raj Bhavan, Bihar,
Patna

Sub:-**Regarding submission of proposed course uniform syllabus of** ..... English ..... **for 3rd to 8th Semester of 4 - Year undergraduate Course, (CBSC)** MDC (Multi Disciplinary Courses)

Reference:- Letter No.-BSU (UGC) -02/2023- 1457/ GS(I) dated 14.09.2023

Sir,

In compliance with your letter no. BSU(UGC)- 02/2023-1457/ GS(I) dated-14.09.2023 followed by above mentioned letter no, we are submitting the proposed course syllabus of ..... English ..... for 3rd to 8th semester of the 4 - year under graduate course (CBCS) as per UGC regulations.
MDC

Yours sincerely

1. 21.9.23
2. 21.9.23
3. Ravi Kr. Sinha 21/9/23
4. 21/09/2023
5. 21.9.23
6. 21/9/23
7. 21.IX.23
8. 21.09.2023
9. 21/09/23
10. 21.9.23
11. 21.9.23
12. 21.9.23
13. 21.09.23
14. 21.09.2023

20 - 21 September 2023

Rajbhawan, Patna

ENGLISH

Multidisciplinary Courses (MDC)

MDC 1 :ACADEMIC WRITING AND COMPOSITION

Type of course : MDC 01 **Marks 100**

Course Objectives

After completion of the course, the student will be able to:

CO1: distil and craft ideas

CO2: conduct academicresearch

CO3: quote, paraphrase and summarize information from otherworks

CO4: understand the formal patterns and structure necessary to produce specific academic genres

MDC 1 : ACADEMIC WRITING AND COMPOSITION (3 credits)		
Unit	**Topics to be covered**	**No. of Lectures**
1	Introduction to the Conventions of Academic Writing: Strategies for Writing, Institutional Contexts	09
2	Critical Thinking: Syntheses, Analyses, and Evaluates	06
3	Writing in one's own words: Summarizing and Paraphrasing: Paragraphing, Transitions, Summary Writing, Structuring an Argument, Writing as a Practice.	09

4	Citing Resources; Editing, Book and Media Review: Citational Practices, Conference talks, Footnotes and Endnotes, Rhetorical **Prescribed Texts** Eric Hayot, *The Elements of Academic Style*, New York: Columbia University Press, 2014. MLA Handbook, 9th edition, Modern Language Association of America, 30 May 2021.	06
	TOTAL	30

Suggested Readings:

1. Hamp-Lyons Liz and HeasleyBen. *Study writing: A Course in Writing Skills for Academic Purposes*, Cambridge: CUP,2006.
2. Gupta, Renu. *A Course in Academic Writing*, New Delhi: Orient Black Swan,2010.
3. Leki, Ilona.*Academic Writing: Exploring Processes and Strategies*, New York: CUP, 2nd edn,1998.
4. Graff,Gerald and Birkenstein, Cathy.*They Say / I Say: The Moves That Matter in Academic Writing,* New York: Norton,2009.

MDC 02: CREATIVE WRITING

Type of course : MDC 03 **Marks 100**

Course Outcomes

After completion of the course, the student will be able to:

CO1: apply the general principles ofwriting

CO2: comprehend the art and craft ofwriting

CO3: understand different modes of creativewriting

CO4: use language for creativewritings

MDC 02: CREATIVE WRITING (3 credits)		
Unit	**Topics to be covered**	**No. of Lectures**
1	The Art and Craft of Writing Tropes and Figures of Speech (Examples of figures of speech based on similarity/obliqueness/difference/extension/utterance and word building should be discussed and practiced in class)	09
2	Modes of Creative Writing -- Poetry and Fiction a) Writing toCommunicate b) Writing Poetry -- Definitions of Poetry/Difference between Poetry and Prose c) Writing Verse forchildren d) Writing Fiction -- Differences between Fiction and Non-Fiction e) Creating Character, Plot, Setting	09
3	Modes of Creative Writing-Drama and Screenplay a) What is a Drama --Concept b) Plot and Character inDrama	06
4	Editing and Preparing for Publication (pages 208-216)	06

	a) Editing and proof-reading yourmanuscript b) Preparing a manuscript forPublication	
	TOTAL	30

Reading List :

1. AnjanaNeiraDev and Others, *Creative Writing: A Beginner's Manual,* Delhi: Pearson, 2009.

MDC 03: BUSINESS COMMUNICATION

Course Objectives

After completion of the course, the student will be able to:

CO1: show effective communicationskills

CO2: write efficiently in professionalcontexts

CO3: develop better interpersonalrelationships

MDC 03 : BUSINESS COMMUNICATION (3 credits)		
Unit	**Topics to be covered**	**No. of Lectures**
1	Introduction to the essentials of Business Communication: Theory and practice (a) Definition ofCommunication (b) Methods ofCommunication (c) Types ofCommunication (d) Barriers toCommunication	09
2	(a) Kinds of BusinessLetters (b) Correspondences in Various ProfessionalContexts	06
3	(a) Report Writing & CV (b) Agenda, Minutes of Meeting, Memorandum, Office Order, Circular,Notes.	06
4	(a) E-correspondence: Fax – Email – Video Conferencing – Internet – Websites and their use in Business Correspondence. (b) Spoken English for Business Communication	09
	TOTAL	30

Prescribed Texts

1. Scot, O.; Contemporary Business Communication. New Delhi: Biztantra.
2. R. C. Bhatia, *Business Communication*, New Delhi: Ane Books PvtLtd,

Reading List :

1. Ludlow, R. & Panton, F. *The Essence of Effective Communications*, New Delhi: Prentice Hall Of India Pvt.Ltd.
2. Lesikar, R.V. &Flatley, M.E.; *Basic Business Communication Skills for Empowering the Internet Generation*, New Delhi: Tata McGraw Hill Publishing CompanyLtd.

Marking pattern for the all papers

1. Theory - 70

2. CIA - 30

1. Theory: The question paper shall consist of three parts (70 Marks):-

***Part A**:- Compulsory – consisting of **ten** objective/multiple choice type - each carrying two marks --- 10 X 2 = 20 marks

***Part B**:- Short answer type – **Four** questionsto be answered out of six questions - each carrying five marks ---- 4 X 5 = 20 Marks

***Part C**:- Long answer type - **Three** questions to be answered out of five questions - each carrying ten marks ------- 03X10 = 30 Marks

Components of CIA

1. One mid-semester written test (1x15) = 15 marks
2. Seminar/ quiz/ Presentation/ Assignment = 10 marks
3. Attendance and conduct = 05 marks
4. Total = 30 marks

Members of the Syllabus Committee for drafting 4 year programme in Englishunder Choice Based Credit System (CBCS)

1. Prof. K. K. Singh, V. K. S. U., Ara (9431839619) – 21.09.23

2. Prof. Arjun Kumar, P. U., Patna (9470810900) – 21.09.2023

3. Prof. Kumar Moti, J. P. U., Chapra (8709702758) – 21.9.23

4. Prof. Gajendra Kumar, J. P. U., Chapra (9973027198) – 21/09/2023

5. Prof. Amarnath Prasad, J. P. U., Chapra (9471037004)

6. Dr Md. EjazAlam, M. M. H. A. P. U, Patna (9199808404)

7. Dr TauseefMohsin, M. G. R. U. (6200399765)

8. Prof. ShambhuLalVarma, PRNU., (9470262696)

9. TanimaKumari, L. N. M. U., Darbhanga (7903221609)

10. Prof. Rajiv Kumar Mallick, B. N. M. U. (~~9431685808~~ 9430612396)

11. Dr Subodh Kumar Jha, M. U., Bodh Gaya (8210738308)

12. Prof. Ravi Kumar Sinha, B. R. A. B. U., Muz. (9608202552)

13. Prof. Narendra Kumar, PPU, Patna (8987261909)

14. Prof. Baban Kumar Singh, PPU, Patna (9135566266)